

About ALPHA Education & WongAvery Asia Pacific Peace Museum (AE+APPM)

Established in 1997, ALPHA Education is committed to global humanity and global peace through remembering and fostering critical inquiry of WWII in Asia. It is a charitable organization and its work is along four intersecting and interconnected strategic directions: engaging students and educators, empowering youth, supporting research, and working with communities.

In 2024, the WongAvery Asia Pacific Peace Museum was opened in Toronto. It provides a comprehensive history of WWII in Asia, centering historical inquiry and peace education.

AE+APPM is hiring a **Senior Community & Operations Officer** who is looking for a mission-driven career in a non-profit setting.

Work Location: 1775 Lawrence Ave. East, Toronto

Start Date: Negotiable

Remuneration: \$60,000 - \$70,000/ year

ROLES & RESPONSIBILITIES

Community Development and Communication

Goal: to increase museum visitors and partners, and enhance community engagement

- Formulate & execute marketing & promotional strategies and execution plans for the organization and its works, including media, social media, website, and promotional campaigns
- Work closely with the ED and fundraising committee of the board to formulate fundraising strategies/plans and supervise the execution of such plans
- Maintain engaging relationships with donors and volunteers
- Maintain, connect and engage local, national and international communities for possible partnerships that are in line with ALPHA's mission and strategic directions
- Lead and engage a youth community in support of AE+APPM's mandates, projects and events
- Produce quarterly reports on KPI achievement using a variety of data sources e.g. social media analytics and monthly museum visitors

Operations

Goal: to upkeep a cooperative, productive and fair work environment

- Supervise overall operations such as building maintenance, human resources, data & communication systems, record keeping system
- Produce operation budgets for management review

- Assess organization policies and manuals, ensuring that they comply with current legislation & board governance policies
- Evaluate cost effectiveness of equipment & service purchase to meet technical and operational needs
- Produce quarterly operation reports e.g. budgets of specific projects and/or operation items

QUALIFICATIONS

Education

- University degree in business/community administration
- Professional certifications in not-for-profit or charity management an asset

Experience

- Minimum 5 years working experience in supervisory and project management roles preferably in non-profit setting
- Demonstrated experience in planning and implementation of community events and projects
- Demonstrated experience in marketing
- Demonstrated experience in working with youths, including the capacity to mentor and train youths in community service and leadership, is an asset

Skills

- Superior organizational and analytical skills, detail-oriented focus and the ability to manage multiple priorities in a fast-paced environment
- Demonstrated excellent oral and written communication skills
- Superior interpersonal acumen and team leadership skills
- Advance working knowledge of MS Office, including Power-point, Excel, Word, Office 365

Attitudes

- Committed to ALPHA Education's mission and values of humanity and global peace
- Exercise good judgement, integrity and trust-worthiness
- Possess a cooperative, positive and can-do attitude to feedbacks, challenges and barriers

TO APPLY

Please email to [hiring@alphaeducation.org](mailto: hiring@alphaeducation.org) ***your resume, a cover letter outlining your suitability to the position, and 2 letters of reference*** that speak to your experience in leadership and community development acumen, with one from the applicant's most recent supervisor.

Only shortlisted applicants will be contacted.